



## **Library Card Policy**

**Authority: Library Advisory Board**

**Update history: Adopted Library Advisory Board November 19 2009, Revised August 16 2012, Adopted May 16, 2019**

Library/Borrower's cards are used by the library to determine who has materials checked out, allow patrons to place holds on materials currently checked out or at other library locations, and to access a myriad of online resources.

People may borrow books or other materials with a valid library/borrower's card issued by the Newberg Public Library, or a library with which Newberg has a reciprocal borrowing agreement. Library cards shall be issued to individuals or employees of authorized institutions (Section I-7).

Generally applicants must provide proof of residence and identity. Proof of residence may include a piece of mail delivered by the post office within one month of the date of application. Identification may include a driver's license, student body card or other ID showing name and other identifying information.

Library cardholders may not check out material if they have fines that exceed CCRLS policy. Cardholders with fines or fees over the CCRLS level are referred to the CCRLS materials recovery/fines collection agency per CCRLS regulations, unless designated otherwise. Cardholders sent to materials recovery/fines collections will have a fee per incident charged to their account as per CCRLS policy.

A valid library/borrower's card must be presented each time library materials are borrowed or holds are picked up. Patrons may have their card on the CCRLS software and that is considered a valid library card. If a patron has forgotten their card, an exception may be made if the patron can present valid identification or provide information on several items of identification from the patron's record. This is to protect the patron from identity theft. There is a charge for replacement of the second and subsequent lost cards, as designated on the Fee Schedule.

Upon request, with the presentation of a valid library card, information on current checkouts and charges will be provided.

Cardholders may choose to have their cards connected with other cardholders through the CCRLS software. Other cardholders can provide the card number and PIN to allow their number to be added to the app.

Cards issued by the Newberg Public Library remain library property. Use of such cards may be revoked or suspended by the library for failure to comply with appropriate library rules or for other reasonable cause.

## **I. Types of Library Cards**

The following types of library/borrower's cards will be issued:

1. City of Newberg Resident: A resident of the City of Newberg will have full borrowing privileges. Youth ages 12 to 17 may receive a card or replacement card without a parent/guardian signature. In the case of a child who is 11 or under, the application must be countersigned by the child's parent or legal guardian.
2. Non-Residents: Residing in Yamhill County, but outside the Newberg or CCRLS Boundaries (Dundee and rural Newberg) and non-resident youth attending public school in Newberg.
  - A. Non-resident Household The payment of a household fee, or senior household fee (65 or older), provides applicants full borrowing privileges for everyone residing in that household, for six months or one year, depending on the fee paid. The fee is reviewed annually by the board and adopted by the board and city council. There may be a scholarship program available to assist those in financial need.
  - B. Non-resident Child (age 0-14): These youth may receive a "Project: Kids Card," which allows checkout of youth items, owned by Newberg Public Library only. There is no fee for this card. This card mirrors the CCRLS CARE card rules and prevents adults from checking out adult materials using a card designated for youth. The card is a Newberg specific card.
  - C. Non-resident Teen (age 13-through high school graduation (June 15) or age 18, whichever is last, may receive a Project Student Card. This allows checkout of any items owned by Newberg Public Library only. There is no fee for this card. This card may be used only with the cardholder present. The card itself is a special Newberg designed card.
  - D. Students attending Newberg Public Schools who live in Washington or Clackamas counties are eligible for a Project Kids or Student card as above.
  - E. Students attending private schools in Newberg who live outside Newberg, rural Newberg, Dundee or CCRLS areas, need to bring in a card from their home library to receive a Passport Card. The exception is kindergarten students who will receive a Project Kids Card as part of the Growing Readers program. It expires in one year and those students are encouraged to obtain a card from their hometown library.

### 3. CCRLS District Residents

A. CCRLS City Resident: Those residing within the jurisdiction of a CCRLS member library will have full borrowing privileges.

B. CCRLS Basic Resident: Those residing outside the jurisdiction of a CCRLS member library but within the CCRLS district may have 10 checkouts and 10 holds on their card/record at a time.

C. CCRLS CARE / Teen Card: Those age 0 through high school graduation (June 15) or until age 19, whichever is first, residing outside the jurisdiction of a CCRLS member library but within the CCRLS district, may check out up to 25 children's or young adult materials from any CCRLS library. The library will override to allow teen CARE card holders to check out adult materials on a case by case basis.

D. CCRLS Fee Resident: Those residing within the CCRLS district, but outside the jurisdiction of a CCRLS member library, may pay a fee adopted by the CCRLS Council, to have full borrowing privileges for everyone in their household.

4. Non-Residents of CCRLS or Yamhill County: Anyone living outside of the CCRLS District and Yamhill County (usually Washington or Clackamas counties) may purchase a library card under the regulations stated under 2.A. The exception would be students who live within the Newberg School District but in Washington or Clackamas counties. They would be eligible for a Project Kids Card under 2.B. If a patron has a card at a participating Oregon library, they are also eligible for a Passport Card that is a statewide reciprocating program that allows cardholders of one library to use another library. Use is limited to checkout of 10 items at a time and is not usable for most online resources. Must be renewed annually.

*The fees stated above are non-refundable, unless a fee cardholder moves into the City of Newberg within 30 days of paying the fee to the Newberg Public Library. A full refund may be made to the cardholder if proof of the Newberg address and the request for the refund occur within 45 days of paying the fee.*

5. Taxpayer: Any person living outside the City of Newberg or CCRLS boundaries who owns property in and pays real estate property taxes to the City of Newberg may obtain a full service library card. All taxpayer cards expire November 15th of each year. Taxpayers are required to bring a copy of their tax statement each year. Ownership of a business within the city limits of Newberg is not sufficient; the owner must own the property and receive a tax statement in his/her name or the name of his/her business.

6. Outreach: Retirement centers, and other agencies served by the outreach programs shall have borrowing privileges. There are no fines assessed on materials checked out and they are charged for lost materials at 75% of the cost of the material. Outreach cardholders are not sent to the CCRLS Materials Recovery/Fines Collection agency.

7. Organizations: Employees from local agencies, businesses, and schools may apply for an organization card for use by their staff checking out materials related to the business, school, or institution. The following guidelines will be followed:

A. The individual signing up for the card will accept all responsibility for loss or damages accrued. There are no late fees for organization cards; however any damaged or lost materials are the responsibility of the individual card holder.

B. Organization cardholders are sent to CCRLS Materials Recovery/Fines Collection Agency. Schools are not.

C. The card will expire each October 31st each year to allow information to be updated.

D. The card shall not be used for checking out personal items for individual staff members.

E. A regular CCRLS plastic card is used, however a sticker is placed on the card indicating it is not for personal use, but for professional use only.

8. Temporary Library Card: Residents of shelters, motels or institutions (not including George Fox University) within Newberg city limits who do not have proof of address may apply for a Temporary Newberg Public Library Card. This card provides checkout of one Newberg Library item at a time and will expire in three months. It does not provide access to other CCRLS library items. The card itself is a special Newberg designed card.

9. George Fox University students who reside on campus may receive a full service card. It will expire June 1st each year. If they will be on campus during the summer, it can be extended through the summer. GFU students who live off campus are under normal card rules.

10. Chemeketa Community College students may have a 25 item checked out/holds CCRLS card by presenting student ID with proof of current enrollment and it expires at the end of the current term or 3 months from date of issue if term date is difficult to determine. Faculty may have 10 items out/10 items on hold card that expires 9/30 of each year. Staff and Faculty are encouraged to obtain a card based on their residence, but this is an option for those not eligible for a free library based on their residency. Staff and Faculty may only have one type of card, not both.

11. Computer Use Card: Those residing outside the city limits of Newberg, or the CCRLS district, may apply for a Computer Use Only Card. This card allows them to reserve time and use public access computers only. Visitors to the area who will not be returning regularly to the library are not required to obtain a computer use card and will have computer use through a guest pass. There is no charge for this card that is a special Newberg specific card.

12. Online Library Card: Applications will be accepted from the library's web site for a 30-day library card. They will have up to 30 days to come to the library and apply for a permanent card by providing the appropriate ID and proof of address. It provides immediate access to e-books, e-resources and placing of one hold for 30 days.

13. Try Us Out Card: Residents of Dundee and the rural Newberg Area may request a one-time "Try Us Out" card granting full library access for one month. This card allows access to online resources and checkout of up to three items. There is no fee for this card. Individuals may request this card once only. After the trial month, continued access to the library may be obtained following the provisions of one of the established Newberg Library card programs.

## **II. Scholarship Program**

The Newberg City Council and the Newberg Library Advisory Board recognize the barrier that a fee for a non-resident library card may present to some households or individuals with limited financial resources. In order to provide assistance, a scholarship program has been established. Scholarships shall be given to those residing within Yamhill County but outside the boundaries of the City of Newberg and CCRLS (Dundee and rural Newberg).

The scholarship fund is supported by donations. The donations are used to pay the fee for a six-month library card for qualified applicants.

The scholarship (library card) may be renewed. Another application must be completed at the time of renewal. Applicants will complete a special application form requiring them to certify their income falls below 60% of the median income level for an average household as defined by the State of Oregon. The Library Director will review the data annually and will update the application form as appropriate.

When a scholarship is issued, the Library Director or designee will instruct the Finance Department to transfer the appropriate funds from the Library Gift and Memorial Fund to the city General Fund-Library Cards.

If the scholarship fund is depleted, no scholarships will be issued.

## **III. Lost Library Cards**

Cardholders must notify the Newberg Public Library immediately upon the loss of a library card. The cardholder is financially responsible for all materials checked out on that card prior to the date of notification. There is a charge for the second and subsequent lost cards as designated on the Fee Schedule.



#### **IV. Confidentiality of Library Records**

According to Oregon State Law (ORS 192.355 [23]) the records of a library, including circulation records, showing use of specific library materials by a named person or consisting of the name of a library patron together with his/her contact information is confidential. Newberg Public Library's privacy and confidentiality policies are in compliance with applicable federal, state, and local laws. Requests for this information require a court order and are to be submitted to Chemeketa Cooperative Regional Library Service, which maintains the library's circulation system.

These laws provide no provisions for disclosure to parents of minor children.

Parents or legal guardians of youth 17 or younger who wish to obtain access to their child's library records must provide the child's library card and PIN; if a parent/guardian does not have the card, a copy of the materials checked out to the child may be mailed to the child at the address on the library's record. A parent/guardian who does not have the card of their child and who wants access to other information on the child's record must submit a request in writing to the Library Director. The CCRLS app may be used to manage a family's library cards, however the library has no role in setting that up.